

BHAKTIVEDANTA ACADEMY FOR CULTURE & EDUCATION

Process Manual

ISKCON Chowpatty

5Bhaktivedanta Academy for Culture & Education

Purpose The purpose of this process is to teach people SrilaPrabhupada’s books systematically so that they can be better preachers, teachers, and very importantly achieve a clear understanding and application of the beautiful science of devotional service.

	ACTIVITY GROUP		ACTIVITY
5.1	Bhakti Sastri	5.1.1	Initial preparation
		5.1.2	Conducting classes
		5.1.3	Bhakti SastriExamination
5.2	Bhakti Vaibhava	5.2.1	Initial preparation
		5.2.2	Conducting classes

RASCI Matrix at Activity Group Level

	Activity	Responsible	Accountable	Spon sor	Consult	Inform
5.1.1	Bhakti SastriInitial preparation	Assistant	HOD		Assistant	Assistant
5.1.2	Bhakti SastriConducting classes	Teacher	HOD		Teacher	Assistant
5.1.2	Bhakti Sastri Examination	HOD	HOD		HOD	HOD
5.2.1	Bhakti VaibhavaInitial preparation	Assistant	HOD		Assistant	Assistant
5.2.2	Bhakti Vaibhava Course details	Teacher	HOD		Teacher	Assistant

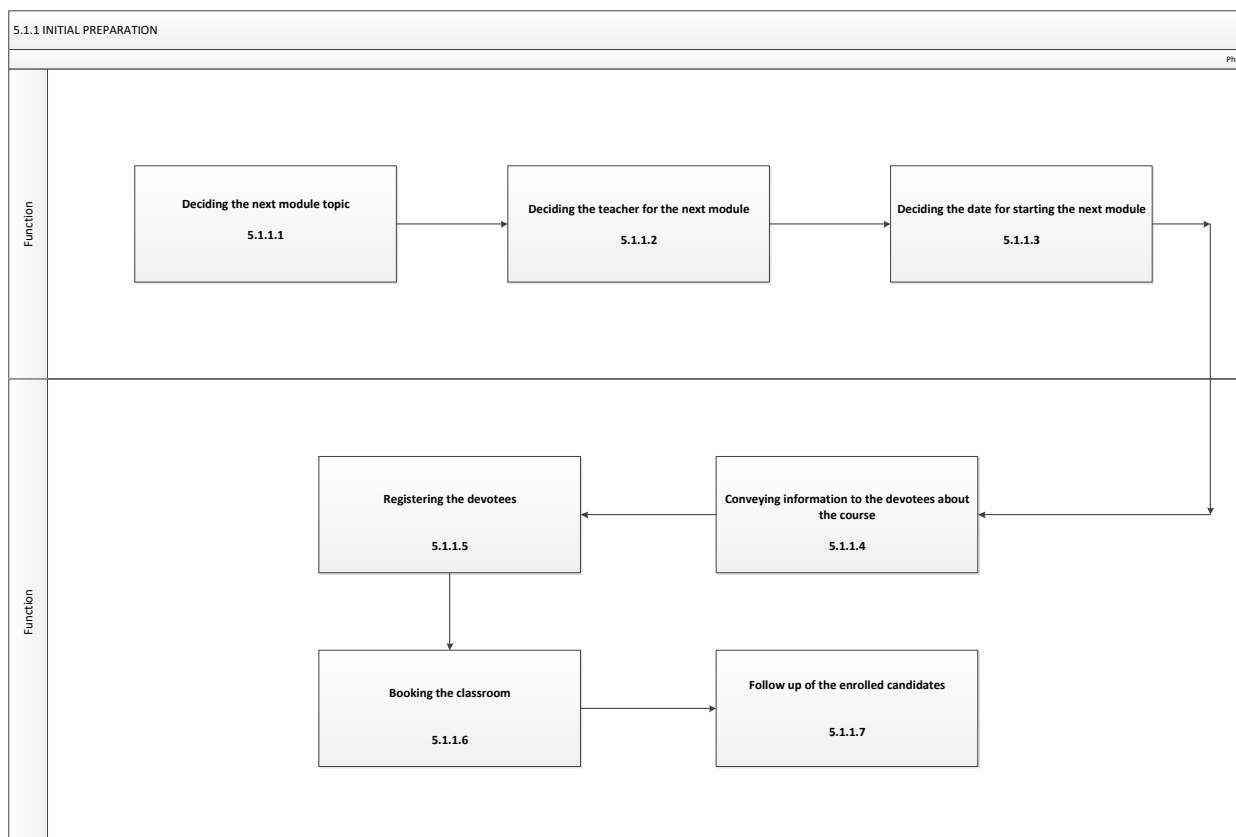
Process KPIs

	Key Performance Indicator	Measure	Permissible Value
1	To ensure minimum 70% students pass the exam	% pass	>= 70%

Activity Group**5.1 Bhakti Sastri****Sr. No****Activity****Owner****5.1.1****Initial Preparation****Assistant**

Initial preparation: The HOD in coordination with the Assistant decides the next module to be covered. Then the teacher who will teach that module is selected and appropriate dates for starting the module is decided as per his convenience. The Assistant then conveys information about the new module and registers the candidates. The classroom is booked as per the total no of people who have registered. The Assistant follows up with the registered candidates and facilitates everything required for conducting the class.

**Activity Flow**



Task Information

		<u>By When</u>	<u>By Whom</u>
5.1.1.1	Deciding the next module topic	10 am – 1 pm every Sunday	HOD
5.1.1.1.1	Sit at the BACE reception counter. Open an excel sheet for noting down the contact details of the interested people for Bhakti Sastri modules	10 am – 1 pm	Assistant
5.1.1.1.2	Clarify the queries of people and add their contact details for the respective module they are interested in	10 am – 1 pm	Assistant
5.1.1.1.3	If the number of people for any module exceeds 15, select that module and inform the HOD	1 pm	Assistant
5.1.1.2	Deciding the teacher for the next module	With in	HOD

		next 15 days after deciding to have the next module	
5.1.1.2.1	Go through the list of all the monks in the temple who have done bhakti sastris and have taught bhakti sastris before	With in next 15 days	HOD
5.1.1.2.2	Approach them and find out about their availability to teach the next module	With in next 15 days	HOD
5.1.1.2.3	Select the best teacher and inform him about his various responsibilities while teaching the course	With in next 15 days	HOD
5.1.1.2.4	Handover the VIHE Course material + temple charts + relevant audio lectures to the teacher for preparation	With in next 15 days	HOD
5.1.1.3	Deciding the date for starting the next module	With in next 15 days after deciding to have the new module	HOD
5.1.1.3.1	The HOD then decides the date for the course in consultation with the teacher	With in next 15 days after deciding to have the new module	HOD
5.1.1.4	Conveying information to the devotees about the course	With in 15 days before the start of the new module	Assistant
5.1.1.4.1	Sms and Call all the devotees who have given their names for the module and	With in 7 days after	Assistant

	inform them about the date of starting the module and the fees and timings of registration	deciding the date of new module	
5.1.1.4.2	Inform the sound system devotee to make announcements after the Sunday SrimadBhagavatam class about the date of upcoming Bhakti Sastri module and the registration timings and venue.	8 am, On every Sunday till the date of starting the module	Assistant
5.1.1.4.3	Remind the sound system devotee on every Sunday to make announcements	8 am, On every Sunday till the date of starting the module	Assistant
5.1.1.4.4	Make announcement in the current Bhakti Sastri modules informing the devotees about the date of starting of the new module and the fees and timings of registration	On every Sunday till the date of starting the module	Assistant
5.1.1.5	Registering the devotees	10:00 am – 1:00 pm & on every Sunday till the first day of the new module	Assistant
5.1.1.5.1	Open the excel sheet in the system to register the candidates		Assistant
5.1.1.5.2	Write the names, email ids and contact numbers of the candidates		Assistant
5.1.1.5.3	Collect the fees for the module		Assistant

5.1.1.5.4	Give them the receipt of the payment		Assistant
5.1.1.5.5	Inform them about the timings of the class, the teacher, course material and various other rules of attending the module		Assistant
5.1.1.6	Booking the classroom	1 week before starting the new module	Assistant
5.1.1.6.1	If the no of candidates enrolled are less than 20 then book class room no9 else book classroom no 8	1 week before starting the new module	Assistant
5.1.1.7	Follow up of the enrolled candidates	3 days before the start of the module	Assistant
5.1.1.7.1	Call up all the candidates and inform them about the venue and confirm if they are coming	3 days before the start of the module	Assistant

△ **Rules**

- a. Students must have a minimum attendance of 65 % else they cannot give the examination
- b. A bhakti sastri teacher personally must have the time to read and prepare for the subject to be taught
- c. A bhakti sastri teacher must take full responsibility to complete the module for a particular batch.
- d. He must personally conduct exams in the last ten minutes of each bhakti sastri class

- e. He must take interest in helping the students and not just be concerned with teaching.
- f. He must finish the course in stipulated time given to him for a particular module. The modules on the books 'Nectar of Instruction' and 'Isopanishad' should be finished in 8 weeks, the module on Nectar of Devotion should be finished in 12 weeks while the module on Bhagavad Gita should be finished with in 20 weeks.
- g. The fees for the Bhagavad Gita Module is 1000 Rs while for the other three modules of Isopanishad, Nectar of Instruction and Nectar of Devotion, the fees is 500 Rs.
- h. The registration facility is available only on Sundays from 10:00 am to 1:00 pm

✈ Exceptions – What to do if...

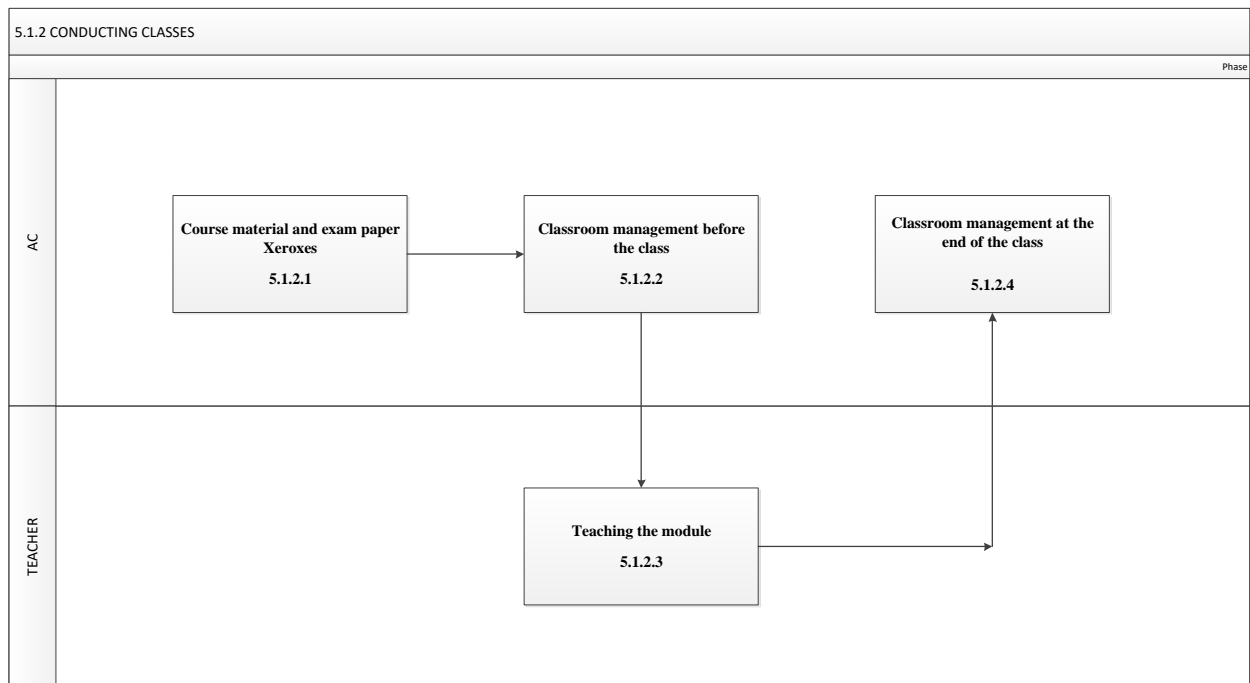
- a. While deciding the next module, if the number of people interested are same for two modules ... then select that module which was taught earlier then the other module.
- b. If there is no teacher available amongst the bhakti sastri graduate teachers ... then select a new bhakti sastri graduate as a teacher
- c. If the number of candidates enrolled exceeds 30 ... then open a new excel sheet called future course enrolments and add their names and contact details there.
- d. If during follow up any candidate drops out ... then fix an appropriate time with the candidate to return the fees and invite new candidates from the future course enrolment list in his place to attend the module.
- e. If the numbers of candidates are less then 10 ... then Assistant should consult with HOD and teacher and post pone the registration dates and the date of starting the module by appropriate time.

<i>Sr. No</i>	<i>Activity</i>	<i>Owner</i>
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5.1.2	Conducting classes	Teacher
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Conducting classes: The Assistant will provide all facilities before, during and after the class for smooth management of the class. Teacher will take attendance and then conduct his classes. During the last ten minutes of the class, he will take a test and later declare the answers at the end. The students will check papers of each other and enter marks as well in the evaluation sheet. Teacher will give feedbacks to the students in the class based on the marks

Activity Flow



① Task Information

		<i>By when</i>	<i>By whom</i>
5.1.2.1	Course material and exam paper Xeroxes	One day before class	Assistant
5.1.2.1.1	Collect course material (if any) and exam paper from the teacher and Xerox it as per the number of registered candidates	One day before class	Assistant
5.1.2.2	Classroom management before the class	Before class	Assistant
5.1.2.2.1	Open classroom, arrange chairs, switch on Assistant, set up the mike stand, keep markers and duster and a glass of water for the speaker before every class	Before class	Assistant
5.1.2.2.2	Hand over the attendance sheet, course material and exam paper Xeroxes to the teacher in the beginning of every class	Before class	Assistant
5.1.2.3	Teaching the module	From 10:00 am – 1:00 pm	Teacher
5.1.2.3.1	Take attendance of the students	By 11:00 am	Teacher
5.1.2.3.2	Give them feedbacks based on the mistakes they had done in their exam last week	By 11:30 am	Teacher
5.1.2.3.2	Teach the respective section of the book	By 12:45 pm	Teacher
5.1.2.3.3	Take examination of the students (please refer to the guidelines section to get details about the exam)	By 1:00 pm	Teacher
5.1.2.3.4	Write answers on the white board and tell students to check each other's paper and write marks on an evaluation sheet. Collect the evaluation sheet	By 1:00 pm	Teacher
5.1.2.3.5	Hand over the attendance sheet to the Assistant at the end of every class	By 1:00 pm	Teacher

5.1.2.4	Classroom management at the end of the class	By 1:00 pm	Assistant
5.1.2.4.1	Switch off Assistant, Keep mike stand, markers, duster and the glass of water back in the BACE office.	By 1:00 pm	Assistant
5.1.2.4.2	Fill all the attendance data in an excel sheet on the system	By 1:00 pm	Assistant

△ *Rules*

- a. Assistant must sit in the office to answer any requirements during the class hours
- b. The Xerox facility is not provided on the same day of the course. The teacher will have to manage on his own.

☑ *Guidelines*

- a. Exam guidelines
 - 1) Regular practice exams during each module
 - a. Frequency for conducting the practice tests – These practice tests should be conducted every alternate Sunday, starting from 3rd Sunday of the module
 - b. Schedule time for these practice exams for each module – These practice tests (of max. 20 mins) should be taken immediately after the class i.e. at 12.30pm. Last 10 mins (12.50-1pm) should be used for discussing the answers
 - c. Syllabus for these practice tests – The portion discussed in the past 2 sessions
 - i. At the end of 3rd session – Test should be based on 1st & 2nd session
 - ii. At the end of 5th session – Test based on 3rd & 4th session
 - iii. And so on

- d. Setting the practice test paper – Teacher has the freedom to set the questions according to their own style. They must give the typed questions to BACE Admin by Friday morning for Xerox. You may also mail the paper to bace.chowpatty@pamho.net
 - i. You may give 2 marks short questions or essay type questions or case studies
 - e. Evaluation system – Follow the standard evaluation system explained at the end of this document
 - f. Display of results – At the end of each practice test, you can request one of the volunteers of your class to collect all the papers and fill up a standard excel sheet (hard copy) available at BACE Admin
- 2) Final Exam at the end of each module
- a. Examination paper for this exam will be set by BACE Admin based on the pattern of final bhakti shastri exam (ISKCON Board of Examinations)
 - i. If any teacher wishes to set their own final paper they have full freedom to do so, because it may help you in evaluations
 - ii. In case you are setting the paper, submit the paper to BACE office or mail it by Friday morning to help us make the xerox in time
 - b. Evaluation system – The teaching devotees are requested to correct the papers within a week and submit the result on the standard excel sheet (hard copy) available at BACE Admin. This printed list will contain all the names of the candidates.
 - c. Please note that candidates must secure 65% marks in the final exam before being promoted to the new module
- 3) Standard Evaluation System (for Practice test) – to decrease the burden of evaluating too many papers by the teachers, we suggest the following system
- a. At the end of 20 min exam, ask the candidates to exchange papers with other candidates and evaluate each others papers
 - b. To facilitate the evaluation you can dictate the answers in the last 10 mins of the class
 - c. Tell the students to answer in very brief to maximize the time

utility (absolutely to the point)

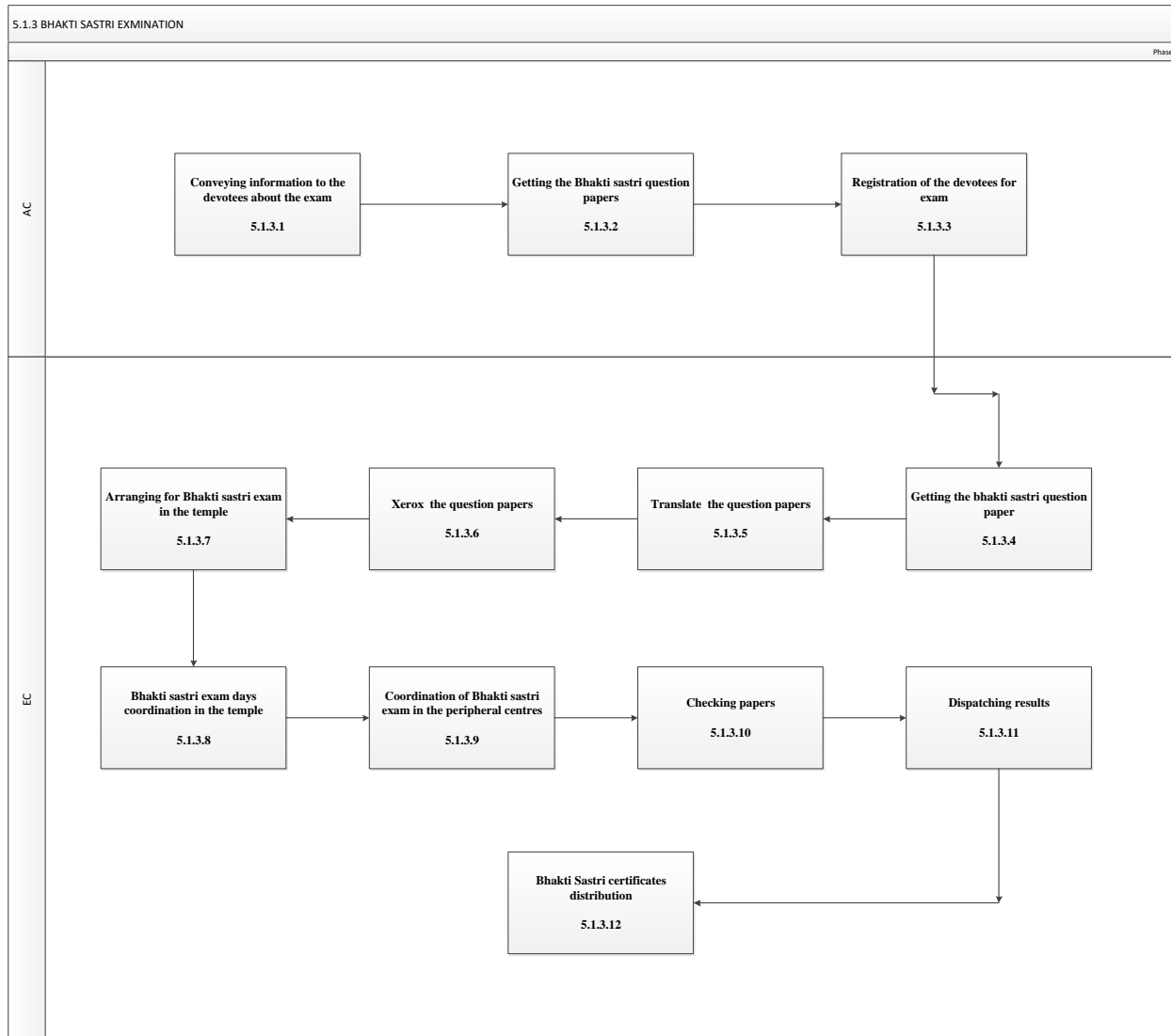
At the end they can write the total marks at the top of the sheet, and one of the volunteers amongst the group can fill up all the marks on the hard copy of BACE Excel sheet and submit the same to BACE office

⚡ **Exceptions – What to do if...**

- a. If the bhakti satri teacher cannot take the classes after sometime... then he should arrange for substitute teachers

<i>Sr. No</i>	<i>Activity</i>	<i>Owner</i>
5.1.3	Bhakti Sastri Examination	HOD
	<p>Examination: Convey information to all the devotees about the exam through announcements and notices in the temple and by informing other centres about it. Register the candidates. Get the question papers from the ISKCON Board of Exams. Get the paper translated into different languages depending on the total candidates enrolled in each language. Send the question papers to each centre. Send two invigilators for every centre and conduct the exam. The papers in each language are checked by the bhakti sastri graduates who are well aware of that language. The results of the candidates are sent to the respective centres and displayed there. The results are also sent to the ISKCON Board of exam and Nagpur University and they issue certificates for each of the passed candidates. An appropriate day is chosen and certificates are then distributed to the candidates in the assembly of devotees in the temple.</p>	

Activity Flow



Task Information

		<i>By when</i>	<i>By whom</i>
5.1.3.1	Conveying information to the devotees about the exam	By 1st week of August	Assistant
5.1.3.1.1	Inform sound system devotee to make announcements after every Sunday SrimadBhagavatam Class about the date of upcoming Bhakti Sastri Examination and the registration timings and venue.	On every Sunday till 1 st week of August	Assistant
5.1.3.1.2	Remind the sound system devotee on every	On every	Assistant

	Sunday to make announcements	Sunday till 1 st week of August	
5.1.3.1.3	Put notices outside the temple reception, temple notice Board and outside the BACE office informing about the date of upcoming Bhakti Sastri Examination and the registration timings and venue.	On every Sunday till 1 st week of August	Assistant
5.1.3.1.4	Send emails to all the 6 peripheral centers – Nigdi, Satara, Govardhan Eco village, Kolhapur, Goa and Palghar informing them about the dates of Bhakti sastri examination and requesting them to send by Aug 4 th week - the names of the exam candidates and the language in which they would like to have the examination	On every Sunday till 1 st week of August	HOD
5.1.3.2	Getting the Bhakti sastri question papers	By 1st week of August	Assistant
5.1.3.2.1	Write an email to the BhaktaRupaPrabhu in ISKCON Board of Exams asking him to send the question paper	By 1 st week of August	
5.1.3.3	Registration of the devotees for exam	Till last week of August	Assistant
5.1.3.3.1	Open the excel sheet in the system to register the candidates	Every Sunday till last week of August	Assistant
5.1.3.3.2	Write the names, email ids and contact numbers of the candidates along with the language in which they want to write the exam in.	Every Sunday till last week of August	Assistant
5.1.3.3.3	Collect the fees for the exam	Every Sunday till last week of August	Assistant
5.1.3.3.4	Give them the receipt of the payment	Every	Assistant

		Sunday till last week of August	
5.1.3.3.5	Inform the candidates about the date, venue, timings and course of the exam. Also inform them about the rules to be followed while giving the exam (please see the guidelines for the rules of exam)	Every Sunday till last week of August	Assistant
5.1.3.3.6	Inform all the peripheral center about the date, venue, timings and course of the exam. Also inform them about the rules to be followed while giving the exam (please see the guidelines for the rules of exam)	Last week of August	HOD
5.1.3.3.7	Submit the registration money in the accounts office to be submitted to the accounts of Nagpur University and ISKCON Board of Exams for issuing certificates of Bhakti sastri candidate	Every Sunday till last week of August	HOD
5.1.3.4	Getting the bhakti sastri question paper	Aug last week	HOD
5.1.3.4.1	Collect the question paper from Bhakta Rupa Prabhu	Aug last week	Assistant
5.1.3.5	Translate the question papers	Sep 2nd week	HOD
5.1.3.5.1	Count in how many languages other candidates are writing the exam	Sep 2 nd week	Assistant
5.1.3.5.2	Ask brahmchari devotees to translate in respective language	Sep 2 nd week	HOD
5.1.3.6	Xerox the question papers	Sep 4th week	HOD
5.1.3.6.1	Xerox the question papers in each language equal to the number of candidates writing	Sep 4 th week	HOD

	the exam		
5.1.3.7	Arranging for Bhakti sastri exam in the temple		HOD
5.1.3.7.1	Book the BACE classrooms for conducting the Bhakti sastri exam in the temple	Sep first week	Assistant
5.1.3.7.2	Count the total number of question papers available in each language in order to make sure that they are the same as the total no of candidates registered for exam in each language	Sep last week	Assistant
5.1.3.7.3	Arrange for corresponding number of answer sheets from the accounts office and keep it ready	Sept last week	Assistant
5.1.3.7.4	Get four invigilators from IYS group to coordinate exam in Mumbai and 12 invigilators from temple brahmcharis to coordinate exam in other peripheral centers	Sep last week	HOD
5.1.3.8	Bhakti sastri exam days coordination in the temple	Exam day	HOD
5.1.3.8.1	Open the BACE classrooms, switch on Assistant and lights, arrange all the chairs making separate sitting arrangements for the ladies and gentlemen.	Before the exam	Assistant
5.1.3.8.2	Put a notice outside the BACE office stating that devotees are supposed to deposit their belongings (including mobiles and other electronic devices) in the BACE office before entering the classrooms	Before the exam	Assistant
5.1.3.8.3	Hand over the empty excel sheet to the invigilators for the devotees to write their correct names to be written on the certificates,	Before the exam	Assistant
5.1.3.8.4	Hand over the corresponding no of question papers for each language and	Before the exam	HOD

	corresponding number of answer sheets and supplementary sheets to every exam invigilator		
5.1.3.8.5	Hand over the announcement sheet to the respective invigilator (for details please see the rules)	Before the exam	HOD
5.1.3.8.6	Get the answer sheets and question papers distributed to the exam candidates as per the language of the exam they have opted for	During the exam	Invigilators
5.1.3.8.7	Make the announcements in the classes regarding how to write exams (For details see the guidelines)	During the exam	Invigilators
5.1.3.8.8	Give the excel sheet to the students so that they fill in the names	During the exam	Invigilators
5.1.3.8.8	Collect the answer sheets and count	During the exam	Invigilators
5.1.3.8.9	Give the answer sheets and question paper back to the HOD	During the exam	Invigilators
5.1.3.9	Coordination of Bhakti sastri exam in the peripheral centres		HOD
5.1.3.9.1	Hand over empty excel sheets for getting the names of candidates, question papers for each language and corresponding number of answer sheets and supplementary sheets to the invigilators	Sept last week	HOD
5.1.3.9.2	Bring the question papers, answer sheets and the excel sheet for the exam. Get the answer sheets and question papers distributed to the exam candidates as per the language of the exam they have opted for	During exam	Invigilators
5.1.3.9.3	Declare the total time available and clarify doubts if any. Also correct discrepancy in the question paper, if any	During exam	Invigilators

5.1.3.9.4	Make the announcements in the classes regarding how to write exams (For details see the guidelines)	During exam	Invigilators
5.1.3.9.5	Give the excel sheet to the students so that they fill in the names	During exam	Invigilators
5.1.3.9.6	Collect the answer sheets and count	During exam	Invigilators
5.1.3.9.7	Give the answer sheets and question paper back to the HOD after coming back to Mumbai	After exam	Invigilators
5.1.3.10	Checking papers	Oct Second week	HOD
5.1.3.10.1	Open an excel sheet and enter the names of the candidates against the code number written on the answer sheet	Oct Second week	HOD
5.1.3.10.2	Tear off the question paper from the answer sheet	Oct Second week	HOD
5.1.3.10.3	Ask few VTA and BT devotees to check the section on verses in the answer sheet (Details regarding the question paper format are given in the guidelines)	Oct Second week	HOD
5.1.3.10.4	Get the remaining sections of the answer sheets checked by devotees who are well conversant with respective languages	Oct Second week	HOD
5.1.3.10.5	Enter the marks of all the candidates in an excel sheet against their names and centre of the candidate	Oct second week	Assistant
5.1.3.11	Dispatching results	Oct second week	HOD
5.1.3.11.1	Display the results of the bhakti sastri examination outside the BACE Office and on the temple notice board	Oct second week	Assistant
5.1.3.11.2	Email the respective results to the 6 peripheral centres	Oct second week	HOD

5.1.3.11.3	Email the list of all the passed candidates to the Nagpur University requesting them to issue the corresponding number of certificates	Oct second week	HOD
5.1.3.11.4	Email the list of all the passed candidates to the ISKCON Board of Exams requesting them to issue the corresponding number of certificates	Oct second week	HOD
5.1.3.12			HOD
5.1.3.12.1	Collect the certificates and check them as against the name of the passed candidates	Dec 2 nd week	Assistant
5.1.3.12.2	Discuss with temple presidents and decide an appropriate Sunday before the Karthikyatra for the distribution of certificates. Also decide who will be awarding the certificates on Sunday and inform him in advance	Dec last week	HOD
5.1.3.12.3	Inform all the passed candidates about the date of certification and request them to be present in front in the temple hall for getting the awards	Dec last week	Assistant
5.1.3.12.4	Introduce to the whole congregation about the Bhakti Sastri exam results at the end of the Sunday feast on the date of certificate awarding ceremony	Certificate distribution day	HOD
5.1.3.12.5	Call over the candidates in front of Vyasasana by calling their names one by one in chronology of their marks and hand over the certificates to them through the appropriate devotee	Certificate distribution day	HOD

△ **Rules**

- a. The registration fees for the Bhakti sastri exam is 800 Rs.
- b. The registration for the exam starts on 1 July and continues till last week of August.
- c. The person translating the Bhakti sastri exam should be a bhakti sastri himself
- d. Instructions for Bhakti Sastri Exam
 - 1) Exam must be conducted between the following timings
Evening session (only for short questions) – 4 pm to 7 pm
Next day session (verses & long questions) – 4 pm to 7 pm
 - 2) For the second day session, one should first distribute the Question paper on verses, and only after their submission of answer sheet on verses, they must be given the paper for long questions
 - 3) So devotees are requested to submit all verses on a separate answer sheet, and the essay questions on separate answer sheet.
 - 4) In conclusion, we will have 3 separate sets of answer sheets at the end of examination day, one of short answers, one of verses and one of long answers
 - 5) **NO CANDIDATE IS ALLOWED TO WRITE THEIR NAMES OR ANY IDENTIFICATION MARKS ON THEIR ANSWER SHEET.**
 - Any answer sheet marked with name or any such mark will be rejected
 - 6) **CORRECT WAY OF PUTTING THEIR NAMES** – They must write their names on respective question papers and the question paper must be stapled with their respective answer sheets
 - They must write their full names in **CAPITAL LETTERS**
 - (BOTH CIVIL AND INITIATED NAMES)
 - Any answer sheet named **IN SMALL LETTERS** will be rejected
 - 7) All the candidates are requested to write their complete names in **CAPITAL** letters on our official attendance document, which will be used to make their certificates. They should write both their civil and initiated names. These spellings will be taken as final by the ISKCON board of examinations (IBE). No changes allowed later. Also they should sign against their names.

Guidelines

- a. Although the official dates for receiving registration is 4th week of August,

names are accepted till second week of September

- b. Do not give service of translating Bhakti satri question papers to too many devotees else chances of paper leaking increases.

Activity Group**5.2 Bhakti Vaibhav****Sr. No****Activity****Owner****5.2.1****Initial Preparation****Assistant**

Initial preparation: The HOD in coordination with the Assistant decides the next module to be covered. The teachers divide the course amongst themselves. The Assistant then conveys information about the new module and registers the candidates. The classroom is booked and the Assistant follows up with the registered candidates and facilitates everything required for conducting the class.

① Task Information

		<u>By When</u>	<u>By Whom</u>
5.2.1.1	Scheduling the next module		HOD
5.2.1.1.1	Check if excel sheets are available at the reception counter for taking the contact details of the persons interested for the Bhakti Vaibhavacourse in the temple.	Every Sunday	Assistant
5.2.1.1.2	Interested people come and give names and contact details to the receptionist	10 am – 1 pm	Receptionist
5.2.1.1.3	Check two things – 1. How many devotees in the current Bhakti Vaibhavabatch are completing their course2. By what date they are completing the course	1 month before the Bhakti Vaibhava Course completion	Assistant
5.2.1.1.4	Check how many people have given their	1 month	Assistant

	names for Bhakti Vaibhava Course at the reception	before the Bhakti Vaibhava Course completion	
5.2.1.1.5	Take that many new candidates in chronological order for the new Bhakti vaibhava course as equal to the number of students passing out from the current Bhakti Vaibhava module.	3 weeks before the Bhakti Vaibhava Course completion	Assistant
5.2.1.2	Registration of the new candidates	10:00 am – 1:00 pm & every Sunday till the new batch joins the Bhakti Vaibhava	Assistant
5.2.1.2.1	Call all the new candidates and inform them about the dates and timings of registration for the Bhakti Vaibhava Course	A month before the Bhakti Vaibhava Course completion	Assistant
5.2.1.2.2	Open the excel sheet in the system to register the candidates	Every Sunday from 10:00 am – 1:00 pm	Assistant
5.2.1.2.3	Write the names, email ids and contact numbers of the candidates	Every Sunday from 10:00 am – 1:00 pm	Assistant
5.2.1.2.4	Collect the fees for the module and give them the receipt of the payment	Every Sunday from 10:00 am – 1:00	Assistant

5.2.1.2.5	Inform the new candidates about the date of joining, timings and venue of the Bhakti Vaibhava course. Also inform them the canto of SrimadBhagavatam from which they will begin their study in the Bhakti Vaibhava course.	pm Every Sunday from 10:00 am – 1:00 pm	Assistant
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△ **Rules**

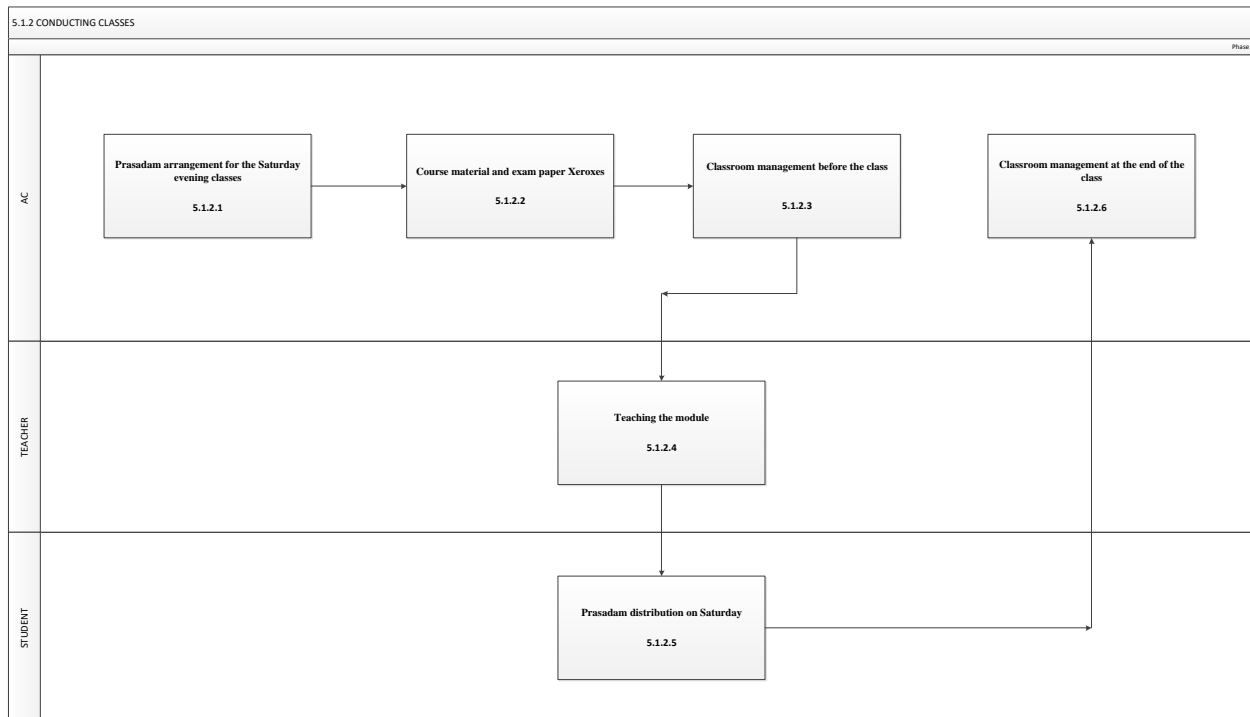
- a. The fees for the total course is 2000 Rs.
- b. The candidates have to give 5000 Rs in advance and then at the end of the course they get 3000 Rs in return.
- c. The registration facility is available only on Sundays from 10:00 am to 1:00 pm

<i>Sr. No</i>	<i>Activity</i>	<i>Owner</i>
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5.1.2	Conducting classes	Teacher
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Conducting classes: The classes will be held on Saturday and Sunday. On Saturday the Assistant will arrange for prasadam for all the Bhakti Vaibhava students from the temple. He will also provide all facilities before, during and after the class for smooth management of the class. Teacher will take attendance and then conduct his classes. During the last ten minutes of the class, he will take a test and later declare the answers at the end. The students will check papers of each other and enter marks as well in the evaluation sheet. Teacher will give feedbacks to the students in the class based on the marks

Activity Flow



① **Task Information**

		<u>By when</u>	<u>By whom</u>
5.1.2.1	Prasadam arrangement for the Saturday evening classes	4:00 am on every Saturday	Assistant
5.2.1.1	Place a chit before 4 pm in the kitchen prasadam requirement box mentioning the total no of candidates registered for Bhakti Vaibhava Course	4:00 am	Assistant
5.1.2.2	Course material and exam paper Xeroxes	Friday	Assistant
5.1.2.2.1	Collect course material (if any) and exam paper from the teacher and Xerox it as per the number of registered candidates with the help of a devotee	Friday	Assistant
5.1.2.3	Classroom management before the class	6:30 am on Saturday/ 9:30 am on Sunday	Assistant
5.1.2.3.1	Open classroom, arrange chairs, switch on Assistant, set up the mike stand, keep markers and duster and a glass of water for the speaker before every class	6:30 am on Saturday/ 9:30 am on Sunday	Assistant
5.1.2.3.2	Hand over the attendance sheet, course material and exam paper Xeroxes to the teacher in the beginning of every class	6:30 am on Saturday/ 9:30 am on Sunday	Assistant
5.1.2.4	Teaching the module	7:00 pm – 9:00 pm on Saturday / 10:00 am – 1:30 pm on Sunday	Teacher
5.1.2.4.1	Take attendance of the students	7:30 pm on	Teacher

		Saturday/ 10:30 am on Sunday	
5.1.2.4.2	Clarify any queries they had in the questions given last week	7:30 pm on Saturday/ 10:30 am on Sunday	Teacher
5.1.2.4.3	Teach the respective section of the book	8:30 pm on Sat/ 12:30 pm on Sun	Teacher
5.1.2.4.4	Conduct realization exercise – Connect two experiences in their life with what they have learnt in the class	8:50 pm on Sat/ 12:50 pm on Sun	Teacher
5.1.2.4.5	Hand over the attendance sheet to the Assistant at the end of every class	9:00 pm on Sat/ 1:00 pm on Sunday	Teacher
5.1.2.4.6	Collect the answer sheets of the candidates for the question paper given in the last week and stack it in the file of the respective candidate	9:00 pm on Sat/ 1:00 pm on Sunday	Teacher
5.1.2.5	Prasadam distribution on Saturday	9:00 pm- 9:30 pm	students
5.1.2.5.1	Two Bhakti Vaibhava volunteers collect the prasadam from the kitchen	9:30 pm	Students
5.1.2.5.2	Two Bhakti Vaibhava candidates get two tables and keep the vessels containing Prasad over that and distribute it to the other students	9:30 pm	Students
5.1.2.5.3	Empty vessels are kept back in the kitchen while the tables are kept back in their appropriate places	10:00 pm	Students
5.1.2.6	Classroom management at the end of the class	By 4:00 am	Assistant
5.1.2.6.1	Switch off Assistant, Keep mike stand, markers, duster and the glass of water back	By 4:00 am	Assistant

	in the BACE office.		
5.1.2.6.2	Fill all the attendance data in an excel sheet on the system	4:00 pm	Assistant

△ Rules

- a. Assistant must sit in the office to answer any requirements during the class hours

☑ Guidelines

- a. Criteria for getting Bhakti Vaibhava degree –
 1. The candidates should have 65 % attendance
 2. They should have solved the question paper given for every chapters (A file is maintained for each candidate in case of later reference)
 3. Candidates ability to grasp the subject is gauged by the teacher through the realization exercise
 4. In this manner after the candidate has finished all the first 6 cantoes of SrimadBhagavatam, he is awarded a Bhakti vaibhava degree.
- b. The future consideration is to design 6 modules for Bhakti Vaibhava – each module covering one canto of SrimadBhagavatam in 2 -3 months